

## **MISCELLANEOUS PERMIT**

**PERMIT NUMBER:**

\*\*\*\***PROJECT ADDRESS** (including Suite/Unit #): \_\_\_\_\_ ☐ Residential ☐ Commercial

**BUILDING INFORMATION:**

Owner Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_  
Email: \_\_\_\_\_

**CONTRACTOR INFORMATION:** Louisville CL \_\_\_\_\_

Business Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_  
Email: \_\_\_\_\_

**TYPE OF WORK:**

**Information needed**

- |  |  |
|--|--|
| <input type="checkbox"/> Furnace <input type="checkbox"/> AC <input type="checkbox"/> Water Heater | Furnace BTU _____ AC Unit Size _____ tons Water Heater Size _____ gal<br>(2 copies of manufactured specifications must be submitted at the time of application)                  |
| <input type="checkbox"/> Construction Trailer  | Must have Planning approval first and a site plan showing the trailer location   |
| <input type="checkbox"/> Minor MEP Work (Electrical, Plumbing, or Mechanical)                      | Please give a detailed job description below.  |
| <input type="checkbox"/> Hot Tub   | For electric work only — If it is on a deck, then it will be reviewed as a deck permit<br>(2 copies of manufactured specifications must be submitted at the time of application) |
| <input type="checkbox"/> Gas Line  | Please give a detail in the job description — Any ROW work goes through Public Works on a separate permit  |
| <input type="checkbox"/> Re-roof <input type="checkbox"/> Re-siding                                | Wind Load _____ Number of Squares _____ Material Used _____<br>(Re-Roof Permits Only: 2 copies of manufactured specifications must be submitted at the time of application)      |
| <input type="checkbox"/> Sewer/Water Repair  | Please give a detail in the job description — Any ROW work goes through Public Works on a separate permit  |
| <input type="checkbox"/> Window/Doors<br>Size for Size Only  | # of Windows/Patio Doors _____ U Factor must be .32 or lower<br>Please include the location of the windows in the description below.   |
| <input type="checkbox"/> Other-Please explain in the job description below:                        |  |

**These permits require a plan review**

- |  |   |
|--|---|
| <input type="checkbox"/> Deck or Pergola                                   | <input type="checkbox"/> 2 Site Plans <input type="checkbox"/> 2 Detailed plan view & elevations <input type="checkbox"/> Detailed job description  |
| <input type="checkbox"/> Elevator  | Please call our office (303-335-4592) for full permit requirements  |
| <input type="checkbox"/> Fence   | <input type="checkbox"/> 2 Site plan <input type="checkbox"/> 2 Fence drawing (see our fence handout for an example) <input type="checkbox"/> Detailed job description  |
| <input type="checkbox"/> RTU (Rooftop Unit)<br>New and Replacement         | <input type="checkbox"/> 2 Building drawings showing height elevations of building & unit(s) & the distance from the edge of the buildings to unit(s) and any screening<br><input type="checkbox"/> 2 Stamped engineered letters stating the existing structure is structurally adequate to accommodate the new unit(s) |
| <input type="checkbox"/> Shed  | <input type="checkbox"/> 2 Site Plan <input type="checkbox"/> 2 Detailed shed drawings <input type="checkbox"/> Detailed job description  |
| <input type="checkbox"/> Sign  | <input type="checkbox"/> 2 Site plan/building elevation showing sign location<br><input type="checkbox"/> 2 Detailed sign plans—Stamped drawings will be required for a new monument sign<br>-Please include the sign attachment method<br><input type="checkbox"/> Detailed job description                            |
| <input type="checkbox"/> Solar   | Lease system <input type="checkbox"/> yes <input type="checkbox"/> no<br><input type="checkbox"/> 2 Solar Spec Sheets <input type="checkbox"/> 2 One line diagram <input type="checkbox"/> 2 Engineer approved roof load<br><input type="checkbox"/> 2 Site Plan—ground mounted only                                    |
| <input type="checkbox"/> Window/Door<br>Size change or new opening         | <input type="checkbox"/> 2 Detailed construction drawings — Stamped plans are required for structural changes<br><input type="checkbox"/> 2 Detailed job description to include the location for the windows in the description or on a separate sheet  |
| <input type="checkbox"/> Other-Please explain in the job description below |   |

**Job Description:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Valuation for the work being completed: \$** \_\_\_\_\_

This application becomes null and void if permit is not issued within 180 days of application date. I hereby certify that granting of a permit shall not be construed as a permit or an approval of any violation of either the Municipal or the 2012 International Building Codes or any other state or local law regulating construction or the performance of construction. All provisions of law and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any state or local law regulating construction or performance of construction. Permit and tap fees are subject to change at the beginning of each calendar year.

Note: Fees are assessed at time of permit issuance and are subject to city ordinance in effect at that time.

**SIGNATURE OF OWNER OR AUTHORIZED AGENT OF OWNER:**

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

Email Address: \_\_\_\_\_

**Staff Only**

Year of Original Construction \_\_\_\_\_ Does it need HPC review? ☐ Yes ☐ No  
 Is it in a Floodplain? ☐ Yes ☐ No  
 Zone District \_\_\_\_\_  
 Legal Description \_\_\_\_\_  
 Lot: \_\_\_\_\_ Block \_\_\_\_\_ Subdivision \_\_\_\_\_ Total Lot Area (SQ. FT) \_\_\_\_\_  
 Date Entered into System \_\_\_\_\_ Over the Counter Plan Review ☐ Yes ☐ No  
 Do they have a Sales/Use Tax License (only for single trade minor elec, mech & plmg permits)? ☐ Yes ☐ No

APPROVALS	SIGNATURES	DATE	COMMENTS
Building			
Zoning/HPC			
Elevator Review			

<b>Finalized – Date:-</b> _____ <input type="checkbox"/> Conf <input type="checkbox"/> LVM <input type="checkbox"/> LM <input type="checkbox"/> Email Other Items Needed Prior to Issuance: _____ _____ _____ _____ _____	<b>Approved Valuation</b> \$ _____ <b>Permit Fee Due</b> \$ _____
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